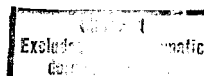


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I have reviewed grade changes made in C&T in the last reorganization and can find only 1 GS-11 downgraded to GS-9, 2 GS-7's eliminated and 1 GS-5 eliminated. (The eliminated positions along with 2 new positions authorized for 1969 were used to establish the five positions in the Covert Tax Staff - 1 GS-13, 1 GS-12, 1 GS-11, 1 GS-9 and 1 GS-5.)

C&T's current average grade is GS-6.89 (510 points with 74 positions). They are requesting an increased average grade of GS-7.36 (545 points with 74 positions) -- a net increase of .47 in average grade and 35 points with no increase in ceiling. If we cannot identify positions which can be downgraded to come up with 35 points, we may have to request waiver of average grade limitation from PMCD, if it is determined that this should go forward.

Sandy




9 OCT 1969 ✓

MEMORANDUM FOR: Executive Officer, O/Finance '
THROUGH : Deputy Director for Finance Operations
SUBJECT : Revision of T/O - Compensation and Tax Division

1. In the reorganization of the Compensation and Tax Division in early 1969, no attempt was made to request increases in grades for certain positions created or renamed. In the past few years, the responsibilities placed on a payroll clerk have increased tremendously due to changes in taxation procedures, pay scales, types of individuals to be payrolled, and due to increased number and types of payroll deductions permissible.

2. Attached is a proposed T/O for C&TD based on the reorganization as approved in April 1969. The major upgradings are reflected primarily in the Overt Payroll Branch (OPB) which was a consolidation of the Vouchered Funds Payroll and Staff Employee Payroll Branches. Some of the positions in OPB had been reduced in grade even though the responsibilities remained the same. This had to be done to comply with the overall average grade allocation within the Division.

3. It is requested that your office review the attached T/O and if deemed appropriate, take the necessary action to request reclassifications contained therein. There are no positions within C&TD which can be downgraded to offset the upgradings requested.


Chief, Compensation and Tax Division

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Attachment

25X9

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